Professor Manual (PM)
TABLE OF CONTENTS

Introduction **[SW-1]** PM-1
Why Use This Manual?
1. Using this Manual—Organization PM-1
2. Class Overview and History PM-2
3. Class Preparation PM-2
   A. Buy-In PM-2
   B. Class Structure—Learning from Experience PM-4
   C. Additional Teaching Techniques for Class Discussion
4. Feedback and Support PM-6

Class 1: The Whole Lawyer **[SW-7]** PM-7
Top Competencies and the Whole Lawyer
I. Welcome to Class 1 PM-7
II. Learning Objectives PM-7
III. Class Objectives and Themes/Things to Keep in Mind PM-8
IV. Class Documents/Slides PM-9
Pre-Class Work: Reading and Activities **[SW-8]** PM-9
1. Framing the Reading PM-9
   An Introduction to the Competencies that Comprise the Whole Lawyer PM-9
2. Pre-Class Work: Activities **[SW-8]** PM-10
   A. Activity: Define and Interpret Competencies that Legal Employers Want and Need as Identified by Research PM-10
   B. Activity: Update Your Résumé and Bring a Hard Copy to Class 1 PM-10
   C. Activity: Identify and Communicate Student Value Proposition before Beginning ELS PM-10
In-Class Activity **[SW-12]** PM-10
1. Introductions: Strong Team Relationships and Effective Oral Communication PM-10
2. Class Discussion: Pre-Class Work, Review Competency Definitions and Value Proposition PM-10
   D. Activity: Succeeding as a Lawyer: Demonstrating Skills with Solid Evidence and Ownership of Continuous Professional Development (Self-Directedness) PM-11
   The Résumé and Using Rubrics

3. Class Discussion: Competency Definition **[SW-17]** PM-12
E. Activity: Select the Competencies of the Whole Lawyer: The Competencies Employers and Clients Want and Need PM-12
1. Partner Groups: Identify the Top Technical and Non-Technical Competencies PM-13
2. Class Discussion Identifying the Top Competencies PM-13

Class 2: Competencies/Skills: Definition and Utilization **[SW-21]** PM-19
Putting Your Skills to Work and Cultural Competency Part I
I. Learning Objectives PM-19
II. Class Objectives: Themes/Things to Keep in Mind PM-19
III. Class Documents: Using the Scenarios PM-20
Pre-Class Work: Reflection, Part 1 **[SW-22]** PM-20
1. Learning Objectives Self-Assessment PM-20
Pre-Class Work: Reading and Activities **[SW-23]** PM-21
2. Required Reading: An Introduction to the Competencies that Comprise the Whole Lawyer PM-21
3. Pre-Class Activities PM-21
A. Define and Interpret the Competencies that Legal Employers Want and Need as Identified by Research PM-21
B. An Expanded Definition of Cultural Competency Framing the Reading **[SW-26]** PM-21
C. Complete Strongest Competencies Identification **[SW-33]** PM-22
D. Identify Individual Top Competencies: Getting to Know Your Whole Lawyer Strengths and Skills **[SW-35]** PM-22
E. Activity: Demonstrate Individual Top Competencies and Your Whole Lawyer Strengths: Using a Rubric to Map, Move and Measure™ **[SW-37]** PM-23 PM-23
In-Class Activity **[SW-40]**
1. Class Discussion: Review of Class 1 Measuring Learning Objectives (Self-Assessment): Questions and Comments PM-23
2. Class Discussion: Cultural Competency PM-23
3. Class Discussion: Analyze Top Competencies within Overall Competency List **[SW-41]** PM-24
F. Role-Play and Scenario: Demonstrating Competencies—Dedication to Client Service /Understanding of and Responsiveness to Client, Including Promptly Responding to Inquiries and Requests PM-24
Role-Play: Roger and the Phone Call
Scenario: The Big Box Store
4. Class Discussion: Debrief Scenarios/Competency Identification **[SW-44]** PM-25

Class 3: Interests: Utilizing Your Interests--Making it Personal Wellness in Practicing Law [SW-45] PM-29
I. Learning Objectives PM-29
II. Class Objectives: Themes/Things to Keep in Mind PM-30
III. Class Documents: Job Descriptions PM-31
Pre-Class Work: Reflection, Part 1 [SW-46] PM-31
1. Learning Objectives Self-Assessment PM-31
Pre-Class Work: Reading, Part 1 PM-32
2. Required Reading [SW-47] PM-32
Pre-Class Work: Reflection, Part 2 PM-32
3. Assessment of Student's Ownership of Continuous Professional Development (Self-Directedness) PM-32
Pre-Class Work: Reading, Part 2 [SW-51] PM-32
4. Framing the Reading PM-32
Pre-Class Work: Activity PM-32
5. Pre-Class Activity PM-32
A. Activity: Motivating Interests Assessment [SW-52] PM-32
In-Class Activity [SW-54] PM-33
1. Class Discussion: Review of Class 2 PM-33
2. Class Discussion: Wellness as a Competency: Aligning Your Interests to the Practice of Law PM-33
Why Interests Matter: Non-Utilization of Personal Interests in Practice
3. Class Discussion: Motivating Interests Assessment [SW-55] PM-33
4. Class Discussion: Visualize the Overlap of Personal and Practice-Related Decisions [SW-56] PM-34
B. Activity: Identify Interests via Job Descriptions [SW-56] PM-34
Interests Matter: Legal Employers
Job Descriptions
Skills: Growth Mindset [SW-60]
5. Class Discussion: Utilizing Your Skills and Interests in Practice, Recognizing and Demonstrating Top Competencies [SW-61] PM-34

Class 4: Values [SW-63]
Matching Your Values to the Practice of Law and Cultural Competency Part II PM-35
I. Learning Objectives PM-35
II. Class Objectives: Themes/Things to Keep in Mind PM-35
III. Class Documents: Using the Scenario PM-36
Pre-Class Work: Reflection, Parts1and 2 [SW-64] PM-36
1. Learning Objectives Self-Assessment PM-36

2. Assessment of Student's Ownership of Continuous Professional Development (Self-Directedness) and Using Reflective Practice: Top Interests PM-36
Pre-Class Work: Activity PM-36
3. Pre-Class Activity **[SW-66]** PM-36
A. Values in Practice—Cultural Competency Part B
B. Values Boxes Assignment **[SW-70]** PM-36
In-Class Activity **[SW-75]** PM-37
1. Class Discussion: Review of Class 3 PM-37
2. Class Discussion: Analyze Cultural Competency Assignment PM-37
3. Class Discussion: Describe Selection of Top Personal Values PM-37
C. Activity: Identifying Values in the Legal Profession PM-37
D. Scenario: Moving Values Theory into Practice **[SW-77]** PM-38
4. Class Discussion: Analyze Scenario and Values in Practice **[SW-81]** PM-38

Class 5: Application of Competency Theory to Practice **[SW-83]** PM-41
Building Relationships (Networking)
I. Learning Objectives PM-41
II. Class Objectives: Themes/Things to Keep in Mind PM-41
III. Class Documents: Using the Scenarios PM-43
Pre-Class Work: Reflection, Parts 1 and 2 **[SW-84]** PM-43
1. Learning Objectives Self-Assessment PM-43
2. Assessment of Student's Ownership of Continuous Professional Development (Self-Directedness) and Using Reflective Practice: Top Values PM-43
Pre-Class Work: Reading and Activity **[SW-85]** PM-43
3. Framing the Reading
4. Pre-Class Activities **[SW-86]** PM-43
A. Activity: Networking Assessment PM-43
In-Class Activity **[SW-98]** PM-44
1. Class Discussion: Review of Class 4 PM-44
2. Class Discussion: Demonstrate Benchmarks from Networking Skills Development Assessment PM-44
B. Activity: Demonstrate Effective Oral Communication by Implementing the STAR Method **[SW-99]** PM-44
C. Activity: Develop and Communicate Your Value Proposition and Apply Active Listening **[SW-103]** PM-46
Part (a): Oral Communication—STAR Method Student Example PM-46
Part (b): Active Listening and Feedback Forms **[SW-107]** PM-46

Class 6: Setting Goals & Problem Solving **[SW-109]** PM-47
Moving from Student to Lawyer
I. Learning Objectives PM-47
II. Class Objectives: Themes/Things to Keep in Mind PM-47
III. Class Documents: Using the Scenarios PM-48
Pre-Class Work: Reflection, Parts 1 and 2 **[SW-110]** PM-48
1. Learning Objectives Self-Assessment PM-48
2. Assessment of Student's Ownership of Continuous Professional Development (Self-Directedness) and Using Reflective Practice: Networking and Business Development PM-48
Pre-Class Work: Reading and Activities **[SW-111]** PM-48
3. Framing the Reading PM-48
4. Pre-Class Activities: Developing and Drafting SMART Goals Activities A through D PM-49
In-Class Activities **[SW-123]** PM-49
1. Class Discussion: Review of Class 5 PM-49
2. Class Discussion: Identify Activities Related to the Development of the Whole Lawyer with Your Remaining Time in Law School PM-49
3. In-Class Presentations—SMART Goals: Planning, Timeframes, and Professional Development **[SW-124]** PM-49
4. Class Discussion: Apply a Methodology for Problem Solving Using the Scenario Problem Solving as a Process **[SW-125]** PM-49
Violet and SmartRing! Scenario PM-49
Violet Scenario: Part 2 PM-50
Violet Scenario: Part 3 PM-51

Class 7: Professional Development Plan (PDP) **[SW-127]** PM-53
Developing and Presenting Your PDP
I. Learning Objectives PM-53
II. Class Objectives: Themes/Things to Keep in Mind PM-53
III. Class Documents: Feedback Forms PM-54
Pre-Class Work: Reflection, Parts 1 and 2 **[SW-128]** PM-54
1. Learning Objectives Self-Assessment PM-54
2. Assessment of Student's Ownership of Continuous Professional Development (Self-Directedness) and Using Reflective Practice: SMART Goals and Problem Solving PM-54
Pre-Class Work: Reading and Activities **[SW-129]** PM-54
3. Framing the Reading PM-54
4. Pre-Class Activities: Re-Write Value Proposition and Draft PDP Activities A through D PM-54
In-Class Activity **[SW-139]** PM-55
1. Class Presentation: Professional Development Plans (PDPs) PM-55

2. Class Presentation: Share Your Value Proposition PM-55
3. Demonstrate Active Listening Skills by Completing Feedback Forms PM-55

Student Workbook [SW]
TABLE OF CONTENTS

Introduction SW-1
Welcome to your Essential Lawyering Skills Workbook!

Class 1: The Whole Lawyer SW-7
Top Competencies and the Whole Lawyer

Class 2: Competencies/Skills: Definition and Utilization SW-21
Putting Your Skills to Work and Cultural Competency Part I

Class 3: Interests: Utilizing Your Interests--Making it Personal SW-45
Wellness in Practicing Law

Class 4: Values SW-63
Matching Your Values to the Practice of Law
and Cultural Competency Part II

Class 5: Application of Competency Theory to Practice SW-83
Building Relationships (Networking)

Class 6: Setting Goals + Problem Solving SW-109
Moving from Student to Lawyer

Class 7: Professional Development Plan (PDP) SW-127
Developing & Presenting Your PDP

Appendix I SW-141
Resume Toolkit

Appendix II SW-147
Project Management System Example

Appendix III SW-149
Top Competencies